



**LibreOffice**

The Document Foundation

## Impress Guide

# *Chapter 10*

## *Printing, E-mailing, Exporting, and Saving Slide Shows*

## Copyright

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## Acknowledgments

This chapter is based on Chapter 10 of the *OpenOffice.org 3.3 Impress Guide*. The contributors to that chapter are:

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## Publication date and software version

Published 30 April 2012. Based on LibreOffice 3.5.

## Note for Mac users

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Some keystrokes and menu items are different on a Mac from those used in Windows and Linux. The table below gives some common substitutions for the instructions in this chapter. For a more detailed list, see the application Help.

<i>Windows or Linux</i>	<i>Mac equivalent</i>	<i>Effect</i>
<b>Tools &gt; Options</b> menu selection	<b>LibreOffice &gt; Preferences</b>	Access setup options
<i>Right-click</i>	<i>Control+click</i>	Opens a context menu
<i>Ctrl (Control)</i>	<i>⌘ (Command)</i>	Used with other keys
<i>F5</i>	<i>Shift+⌘+F5</i>	Opens the Navigator
<i>F11</i>	<i>⌘+T</i>	Opens the Styles and Formatting window

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## Introduction

This chapter provides information about printing, exporting, and e-mailing documents from LibreOffice Impress.

## Quick printing

Click the **Print File Directly** icon  on the Standard toolbar to send the entire document to the default printer defined for your computer.

### Note

You can change the action of the **Print File Directly** icon to send the document to the printer defined for the document instead of the default printer for the computer. Go to **Tools > Options > Load/Save > General** and select the **Load printer settings with the document** option.

## Controlling printing

Impress provides many options for printing a presentation: with multiple slides on one page, with a single slide per page, with notes, as an outline, with date and time, with page name, and more.

For more control over printing a presentation, choose **File > Print** to display the Print dialog (Figure 1). The Print dialog has four tabs, from which you can choose a range of options, as described in the following sections.

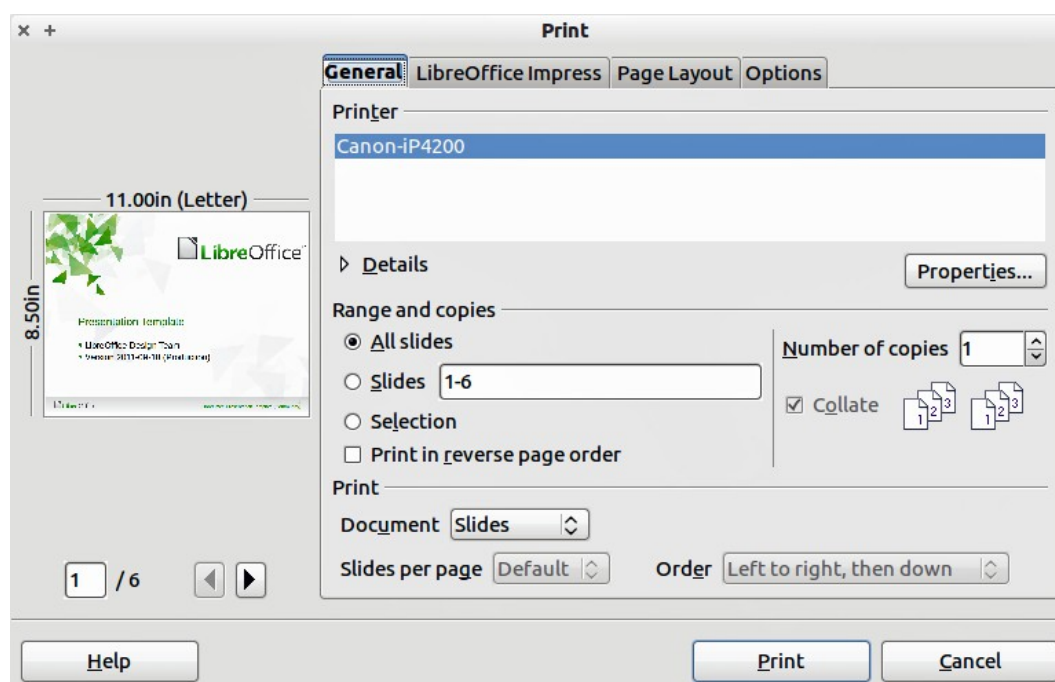


Figure 1. Print dialog

### Note

The options selected on the Print dialog box apply to this printing of this document only. To specify default printing settings, go to **Tools > Options > LibreOffice – Print** and **Tools > Options > LibreOffice Impress – Print**. See “Error: Reference source not found” on page Error: Reference source not found for more information.

## General printing options

On the *General* tab of the Print dialog (Figure 1), you can select:

- The **printer** from the printers available.
- Which **slides** to print, the number of copies to print, and whether to collate multiple copies using the *Range and copies* section.
- Whether to print slides, notes, handouts, or an outline of the presentation using the Document drop-down list in the *Print* section.
- For handouts, how many slides per printed page and in what order (see “Printing handouts, notes, or outlines” on page 7 for details).

Click the **Properties** button to display a dialog (Figure 8) where you can choose portrait or landscape orientation, which paper tray to use, and the paper size to print on.

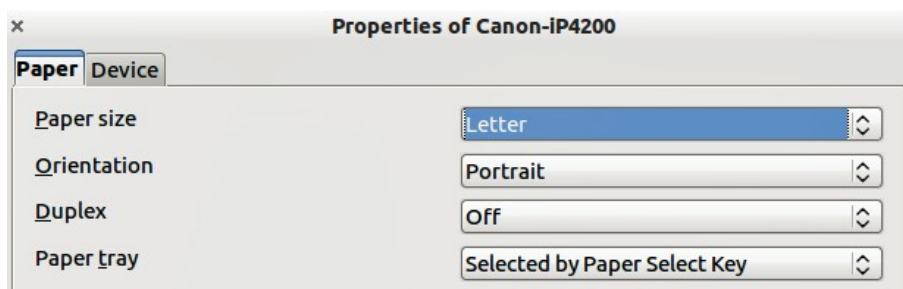


Figure 2: Properties dialog for General page in the Print dialog

The *Options* page of the Print dialog provides other options for printing your presentation, as shown in Figure 3.

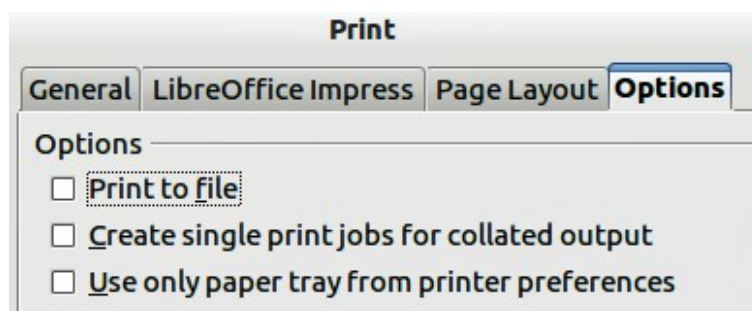


Figure 3: Options page of Print dialog

## Printing multiple pages on a single sheet of paper

You can print multiple pages of a document on one sheet of paper. To do this:

- 1) In the Print dialog, select the *Page Layout* tab (Figure 4).
- 2) In the *Layout* section, select from the drop-down list the number of pages to print per sheet. The preview panel on the left of the Print dialog shows how the printed document will look.
- 3) When printing more than two pages per sheet, you can select the order in which they are printed across and down the paper.
- 4) In the *Page sides* section, select whether to print all pages or only some pages.
- 5) Click the **Print** button.

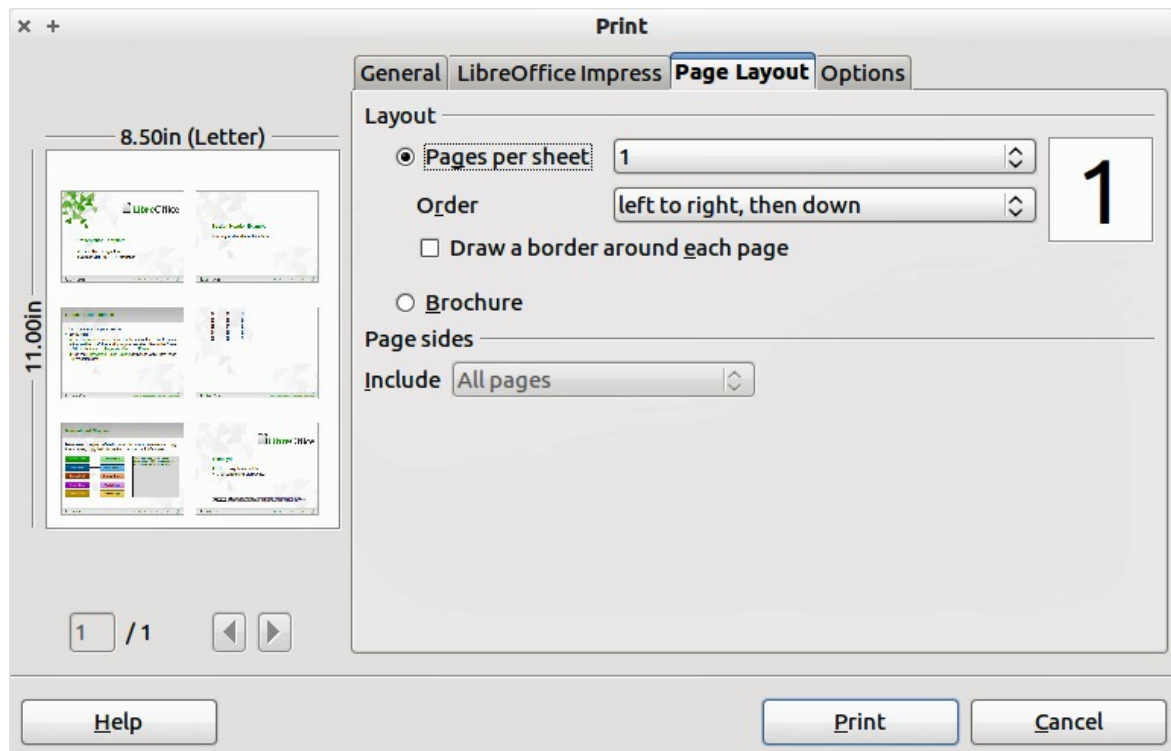


Figure 4: Page Layout page of Print dialog

## Selecting slides to print

In addition to printing a full presentation, you can choose to print individual slides, ranges of slides, or a selection of slides, using the *Ranges and copies* section in the *General* page of the Print dialog (Figure 5). Make sure **Slides** is selected in the *Document* box in the *Print* section.

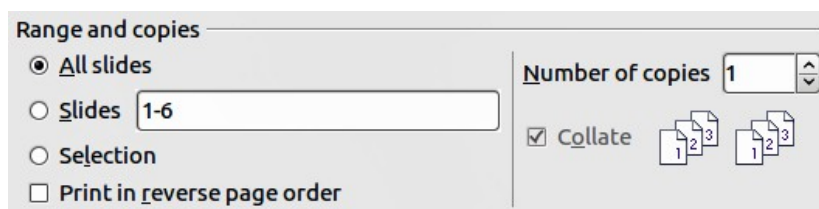


Figure 5: Ranges and copies section of Print dialog

To print an individual slide or several slides, do either of the following:

- Open the Print dialog, select the **Slides** option in the *Ranges and copies* section, type the slide number, and click **Print**. Multiple slides may be represented by a list (for example 1,3,7,11) or as a range (for example 1-4).
- Select the slide in the *Slides pane* or the *Slide Sorter view*, then open the Print dialog and select **Selection** in the *Ranges and copies* section, then click **Print**.

## Selecting other information to print

On the *LibreOffice Impress* page of the Print dialog (Figure 6), you can select:

- What to print in addition to the slides: Slide name, Date and time, and Hidden pages (slides).
- Whether to print in Original colors, Grayscale, or Black and white (on a color printer).
- What size to print slides.

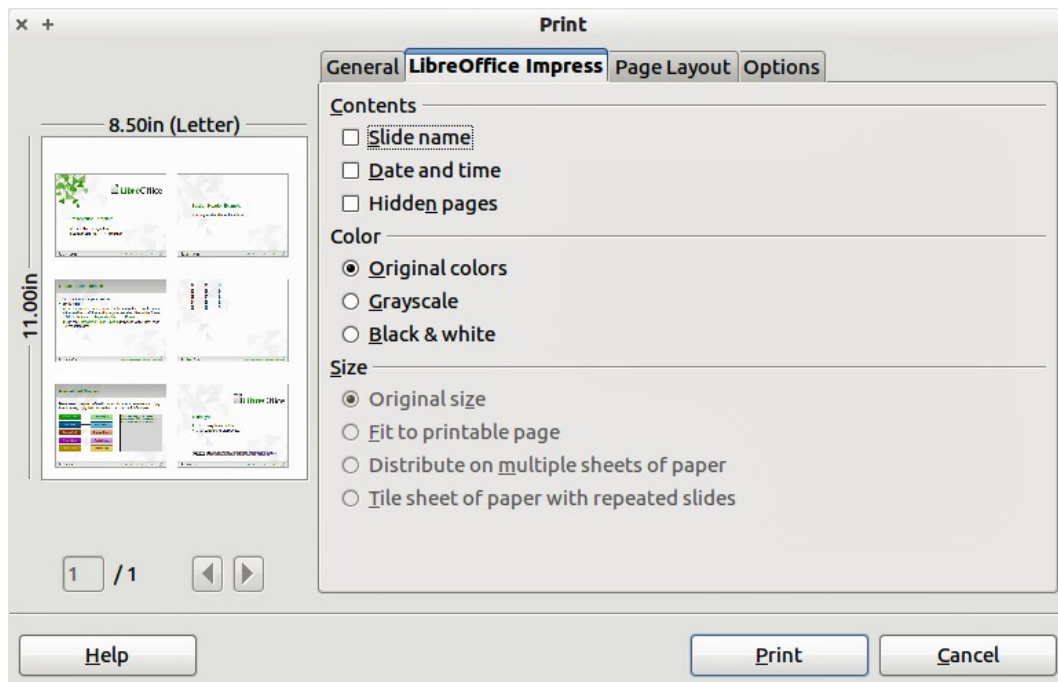


Figure 6: Selecting other information to print

## Printing handouts, notes, or outlines

The Print section on the Print dialog (Figure 7) also gives you the option of printing Slides, Handouts, Notes, or an Outline.

- *Handouts* prints the slides in reduced size on the page, from one to nine slides per page. The slides can be printed horizontally (landscape orientation) or vertically (portrait orientation) on the page.
- *Notes* prints a single slide per page with any notes entered for that slide in Notes View.
- *Outline* prints the title and headings of each slide in outline format.

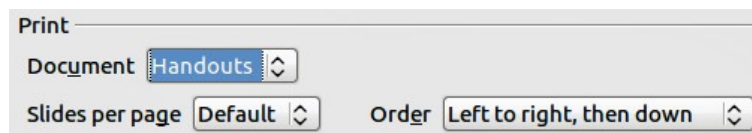


Figure 7: Printing handouts

To print handouts, notes, or outlines:

- 1) Choose **File > Print** from the main menu.
- 2) In the *Print* section of the Print dialog, select the required option from the *Document* drop-down list.
- 3) For Handouts, you can then choose how many slides to print per page, and the order in which they are printed.
- 4) Click the **Print** button.

## Selecting default print options

Selections in the Print dialog over-ride any default settings. To specify default settings for printing, use **Tools > Options > LibreOffice Impress > Print**.

Other printer settings are found in **Tools > Options > LibreOffice > Print**. Use these settings to specify quality settings for printing, and whether to have Impress warn you if the paper size or

orientation of your document does not match the printer settings. See *Chapter 11, Setting Up and Customizing Impress* for details.

## Printing a brochure

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You can print a presentation with two slides on each side of a sheet of paper, arranged so that when the printed pages are folded in half, the slides are in the correct order to form a booklet or brochure.

To print a brochure on a printer that can only print single sided pages:

- 1) Choose **File > Print**.
- 2) In the Print dialog, click **Properties**.
- 3) Check the printer is set to the same orientation (portrait or landscape) as specified in the page setup for your document. Usually the orientation does not matter, but it does for brochures. Click **OK** to return to the Print dialog.
- 4) Select the *Page layout* tab in the Print dialog (Figure 4 on page 6).
- 5) Select the **Brochure** option.
- 6) In the *Page sides* section, select *Back sides / left pages* option from the drop-down list.
- 7) Click the **Print** button.
- 8) Take the printed pages out of the printer, turn the pages over, and put them back into the printer in the correct orientation to print on the blank side. You may need to experiment a bit to find out what the correct arrangement is for your printer.
- 9) On the Print dialog, in the *Page sides* section, select *Front sides / right pages* option from the Include drop down box. Click the **Print** button.

To print a brochure on a printer that can print double sided pages:


- 1) Choose **File > Print**.
- 2) In the Print dialog, click **Properties**.
- 3) Check the printer is set to the same orientation (portrait or landscape) as specified in the page setup for your document. Usually the orientation does not matter, but it does for brochures. Click **OK** to return to the Print dialog.
- 4) Select the *Page layout* tab in the Print dialog (Figure 4 on page 6).
- 5) Select the **Brochure** option.
- 6) In the *Page sides* section, select *All pages* option from the drop-down list.
- 7) Click the **Print** button.

## Exporting to PDF

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Impress can export presentations to PDF (Portable Document Format). This industry-standard file format for file viewing is ideal for sending the file to someone else to view using Adobe Reader or other PDF viewers.

### Quick export to PDF

Click the **Export Directly as PDF** icon  on the Standard toolbar to export the entire presentation using the default PDF settings. You are asked to enter the file name and location for the PDF file, but you do not get a chance to select a page range or the print quality.



## Controlling PDF content and quality

For more control over the content and quality of the PDF produced, use **File > Export as PDF** to open the PDF Options dialog (Figure 8). This dialog has five pages, described in this section. Make your selections, and then click **Export**. You are then asked to enter the location and file name of the PDF to be created. Click **Save** to export the file.

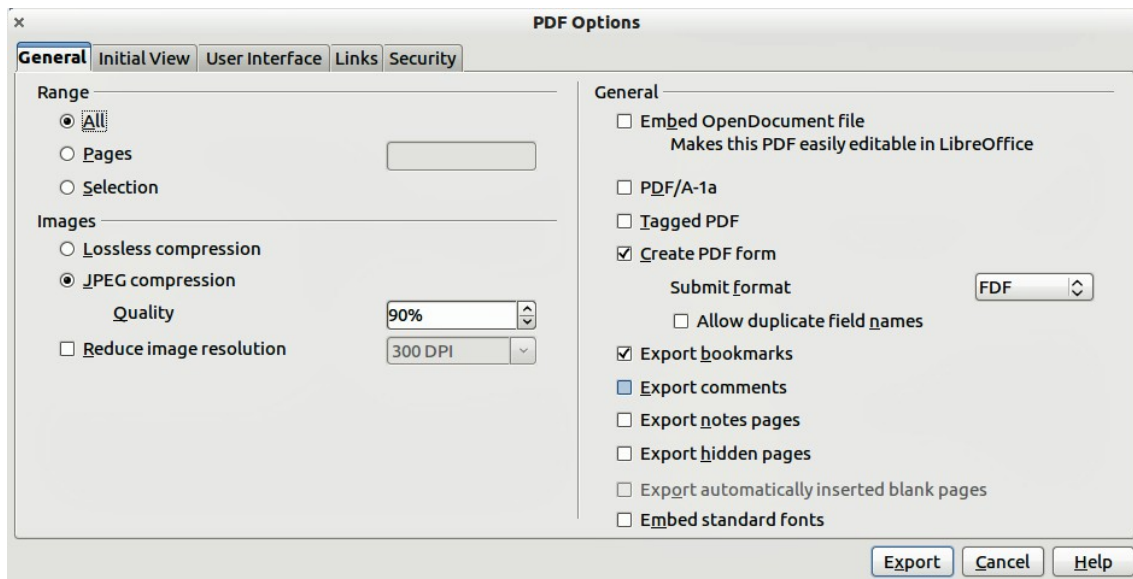


Figure 8: General page of PDF Options dialog

### General page of PDF Options dialog

On the General page, you can select which pages (slides) to include in the PDF, the type of compression to use for images (this affects the quality of images in the PDF), and other options.

#### Range section

- **All:** exports the entire document.
- **Pages:** exports a range of slides. Use the format **3-6** for example to export a range of pages. Use the format **7;9;11** for example to export several individual slides. You can also export a combination of slide ranges and single slides by using a format like **3-6;8;10;12**.
- **Selection:** exports whatever material is selected.

#### Images section

- **Lossless compression:** images are stored without any loss of quality. Tends to make large files when used with photographs and is not recommended for this type of graphic files.
- **JPEG compression:** allows for varying degrees of quality. A setting of 90% tends to work well with photographs (small file size, little perceptible loss).
- **Reduce image resolution:** lower-DPI (dots per inch) images have lower quality. For viewing on a computer screen generally a resolution of 72DPI (Windows) or 96DPI (GNU/Linux/Mac OS) is sufficient. For printing it is generally preferable to use at least 300DPI or 600DPI, depending on the capability of the printer. Higher DPI settings greatly increase the size of the exported file.

#### Note

EPS (Encapsulated PostScript) images with embedded previews are exported only as previews. EPS images without embedded previews are exported as empty placeholders.

## General section

- **Embed OpenDocument File:** allows the PDF file to be exported containing two file formats: PDF and ODF. The PDF format allows the file to be opened using PDF viewers. The ODF format allows the file to be easily edited using LibreOffice.
- **PDF/A-1:** this is an ISO standard for long-term preservation of documents. It embeds all the information necessary for faithful reproduction (such as fonts) while preventing other elements, for example forms, security, and encryption. PDF tags are written. If you select PDF/A-1, the elements not allowed are grayed-out (not available).
- **Tagged PDF:** a tagged PDF contains information about the structure of the document's contents. This can help to display the document on devices with different screens and when using screen reader software. Some tags that are exported are table of contents, hyperlinks, and controls. This option can increase file sizes significantly.
- **Create PDF form - Submit format:** select the format of submitting forms from within the PDF file. This setting overrides the URL property control that you set in the document. There is only one common setting valid for the whole PDF document: PDF (sends the whole document), FDF (sends the control contents), HTML, and XML. Most often you will choose the PDF format.
- **Export bookmarks:** exports slide names as bookmarks (a table of contents list displayed by some PDF readers, including Adobe Reader).
- **Export comments:** exports comments as PDF notes.
- **Export notes pages:** exports a set of Notes as pages after the set of slides.
- **Export automatically inserted blank pages:** not used in Impress and is normally grayed out.
- **Embed standard fonts:** normally the 14 standard PostScript fonts are not embedded in a PDF file because PDF reader software already contains these fonts. However, you can choose to embed these fonts in all PDF documents created by LibreOffice to enhance display accuracy in PDF viewers. Font embedding may also be required by some printers.

## Initial View page of PDF Options dialog

On the Initial View page (Figure 9), you can select how the PDF file opens by default in a PDF viewer. The selections are self-explanatory.

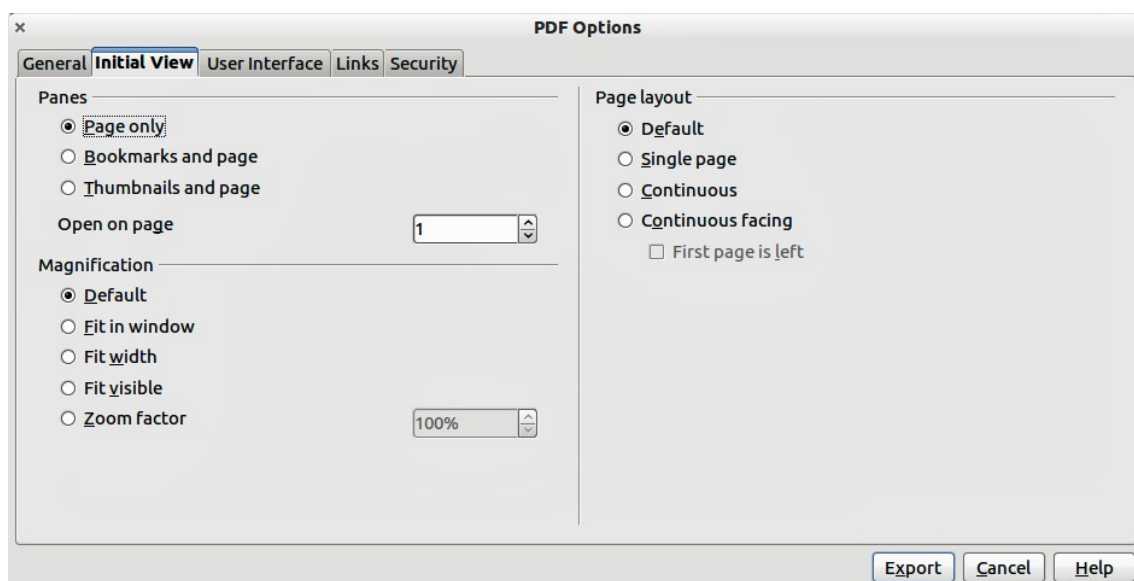


Figure 9: Initial View page of PDF Options dialog

If you have Complex Text Layout enabled (in **Tools > Options > Language settings > Languages**), an additional selection is available under *Continuous facing*: **First page is left**. Normally, the first page is on the right when using the *Continuous facing* option.

### User Interface page of PDF Options dialog

On the User Interface page (Figure 10), you can choose more settings to control how a PDF viewer displays the file. Some of these choices are particularly useful when you are creating a PDF for use in a presentation or kiosk-type display.

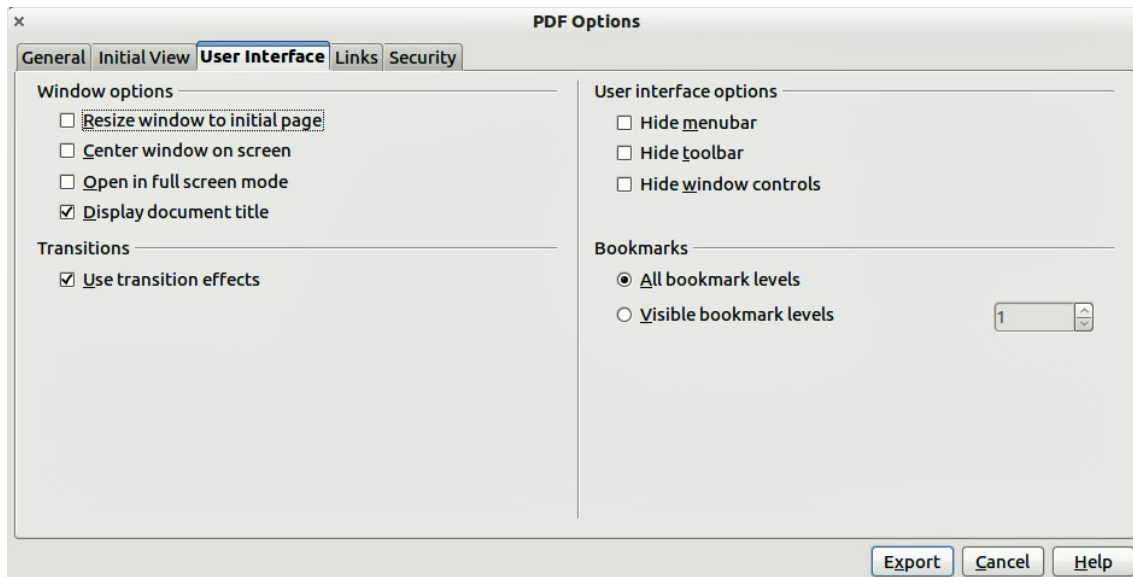


Figure 10: User Interface page of PDF Options dialog

#### Window options section

- **Resize window to initial page.** makes the PDF viewer window resize to fit the first page of the PDF.
- **Center window on screen.** makes the PDF viewer window center on the computer screen.
- **Open in full screen mode.** makes the PDF viewer open full-screen instead of a window.
- **Display document title.** makes the PDF viewer display the document title in the title bar.

#### User interface options section

- **Hide menubar.** makes the PDF viewer hide the menu bar.
- **Hide toolbar.** makes the PDF viewer hide the toolbar.
- **Hide window controls.** makes the PDF viewer hide all other window controls.

#### Transitions section

- **Use transition effects:** includes Impress slide transition effects as PDF effects.

#### Bookmarks section

- **All bookmark levels:** displays all the bookmarks created in the presentation if *Export bookmarks* is selected on the General page.
- **Visible bookmark levels:** selects how many heading levels are displayed as bookmarks if *Export bookmarks* is selected on the General page.

### Links page of PDF Options dialog

On the Links page (Figure 11), you can choose how links are exported to PDF.

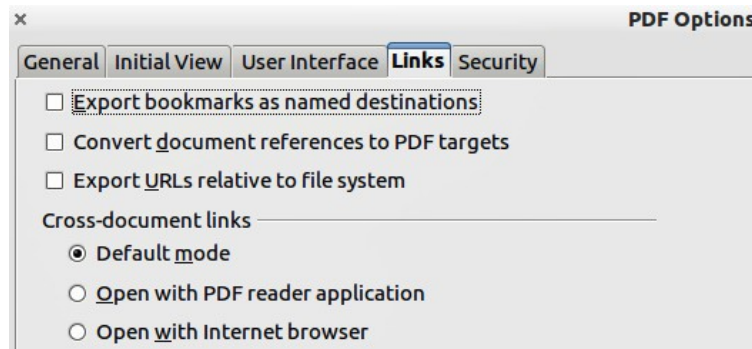


Figure 11: Links page of PDF Options dialog

#### Export bookmarks as named destinations

If you have defined Writer bookmarks, Impress or Draw slide names, or Calc sheet names, this option exports them as “named destinations” allowing web pages and PDF documents to link.

#### Convert document references to PDF targets

If you have defined links to other documents with OpenDocument extensions (such as .ODT, .ODS, and .ODP), this option converts the files name extensions to .PDF in the exported PDF document.

#### Export URLs relative to file system

If you have defined relative links in a document, this option exports those links to the PDF.

#### Cross-document links

Defines the behavior of links clicked in PDF files.

### Security page of PDF Options dialog

On the Security page (Figure 12), you can set PDF export options to encrypt a PDF file so that it can only be opened using a password and also apply digital rights management (DRM) features. Click on the **Set passwords** button to open the **Set passwords** dialog (Figure 13).

#### Note

Security settings are effective only if another PDF viewer respects the settings.

- Creating a **Set open password** (Figure 13), the PDF can only be opened with the password. Once opened, there are no restrictions on what the user can do with the document (for example, print, copy, or change it).
- Creating a **Set permission password** (Figure 13), the PDF can be opened by anyone, but its permissions can be restricted using the options in Figure 12. These permissions only become available when this password is set. These selections are self-explanatory.
- With both of these passwords set, the PDF can only be opened with the correct password, and its permissions can be restricted.

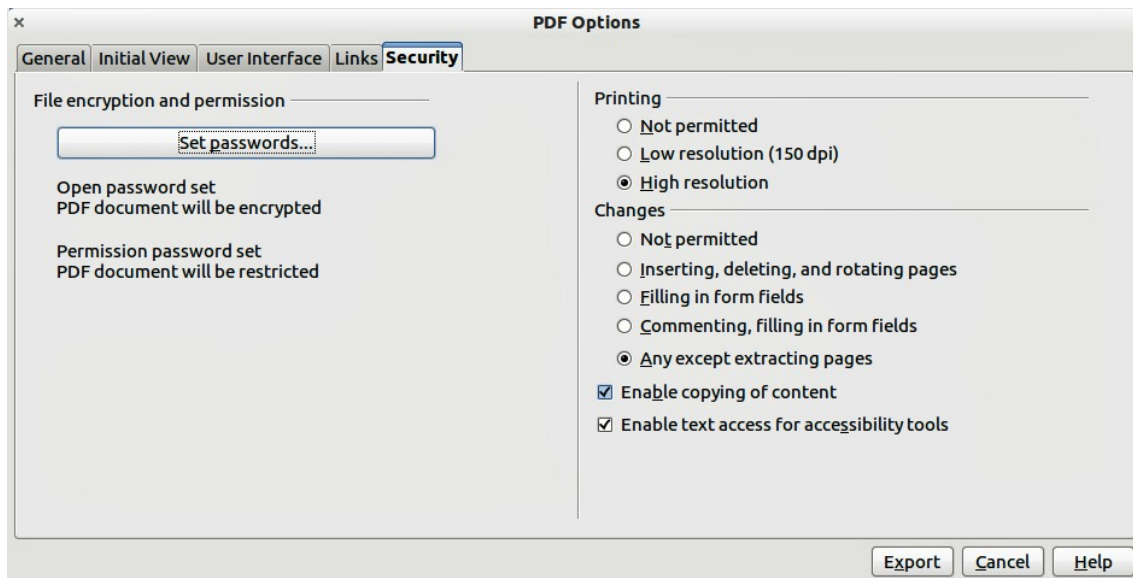


Figure 12: Security page of PDF Options dialog

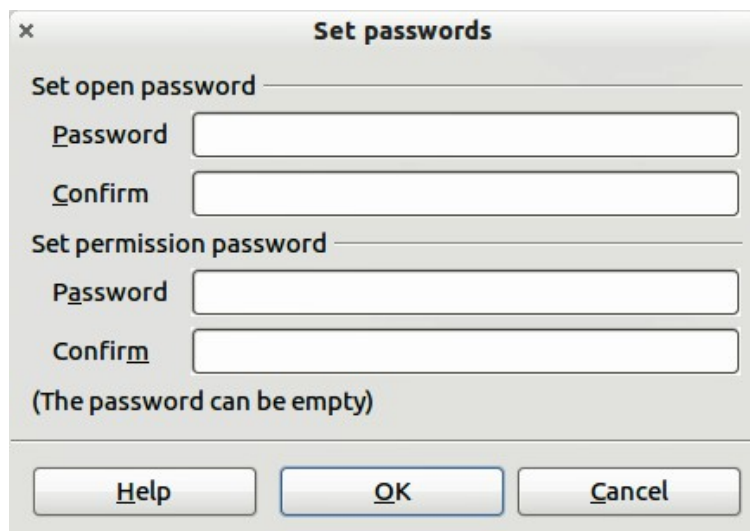


Figure 13: Setting passwords to encrypt a PDF

## Exporting as a Flash file

Macromedia Flash file format (.swf) was created to store animation for web pages. With most browsers able to play Flash movies these files can be viewed by the majority of users. If a browser cannot play Flash movies, then Adobe Flash Player is available as a free download from Adobe at <http://www.adobe.com/products/flashplayer/>.

### Note

Saving in Flash format does not retain animation and slide transitions.

Using LibreOffice, you can export your Impress slide show as a Flash file in .swf format as follows:

- 1) Choose **File > Export**.
- 2) Select the location where you want the file saved and type a name for the file.
- 3) Under **File Format**, choose **Macromedia Flash (SWF) (.swf)** and click **Save**.



## Exporting as web pages (HTML files)

You can export presentations as a series of web pages that can be viewed in any browser.

### Note

Saving as web pages (HTML format) does not retain animation and slide transitions.

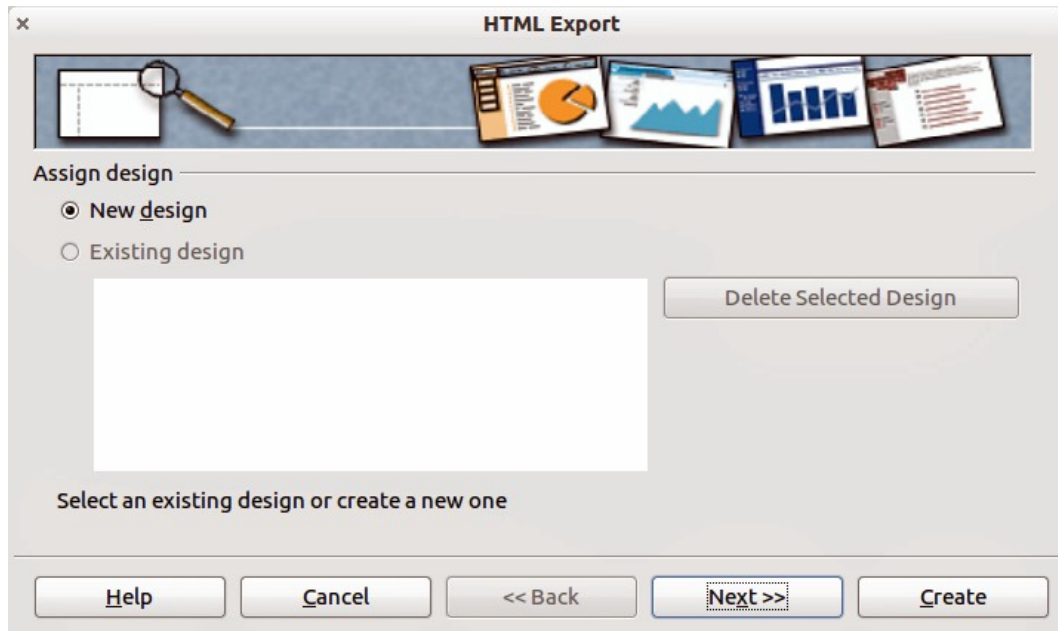


Figure 14: HTML Export wizard – selecting a design

- 1) Select **File > Export** and choose **HTML Document** as the file type.
- 2) If necessary, create a folder for the files, then give a name for the resulting HTML file and click **Save**. The HTML Export wizard opens (Figure 14).
- 3) Select a design for all of the pages, either from an existing design or by creating a new one. If you have not previously saved a design, the *Existing Design* choice is not available.

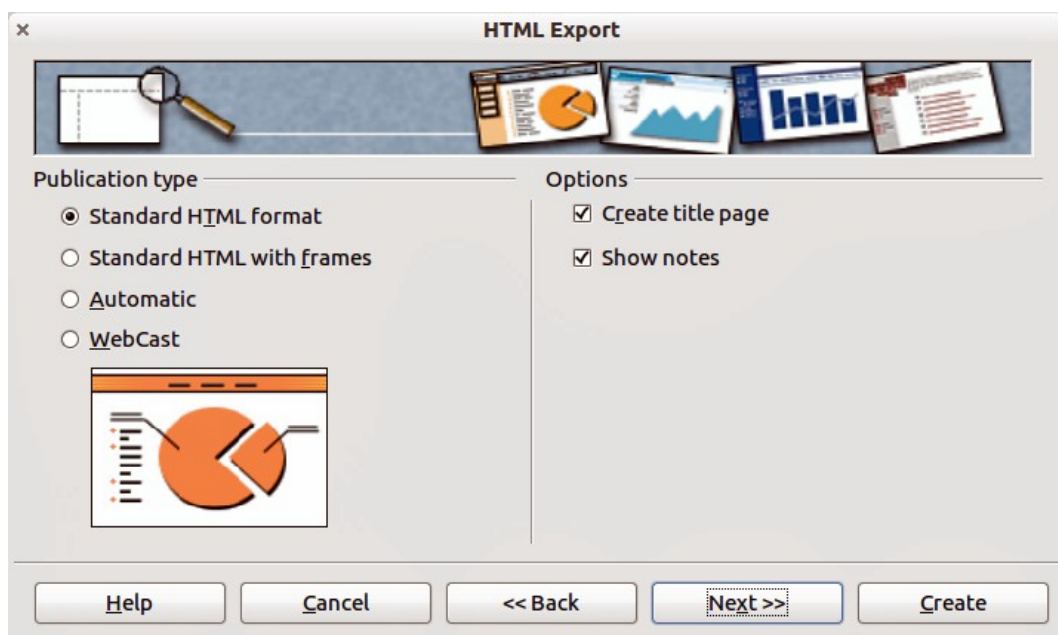


Figure 15: HTML Export – selecting publication type

- 4) Click **Next** to select the type of web pages to create (Figure 15). The available options will change depending on publication type selected.
- 1) *Standard HTML*: one page for each slide with navigation links to move from slide to slide.
  - 2) *Standard HTML with frames*: one page with a navigation bar on the left-hand side; uses slide title as navigation links. Click on links to display pages in right-hand side.
  - 3) *Automatic*: one page for each slide, with each page set with the refresh meta tag so a browser automatically cycles from one page to the next.
  - 4) *WebCast*: generates an ASP or Perl application to display the slides. Unfortunately LibreOffice has no direct support for PHP yet.

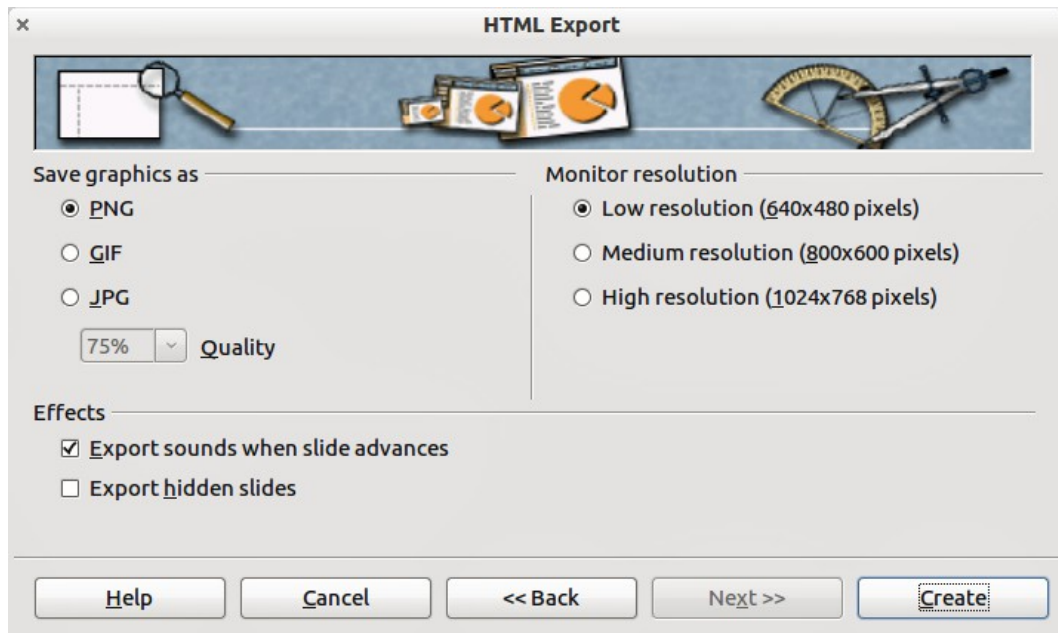


Figure 16: HTML Export – selecting graphics type

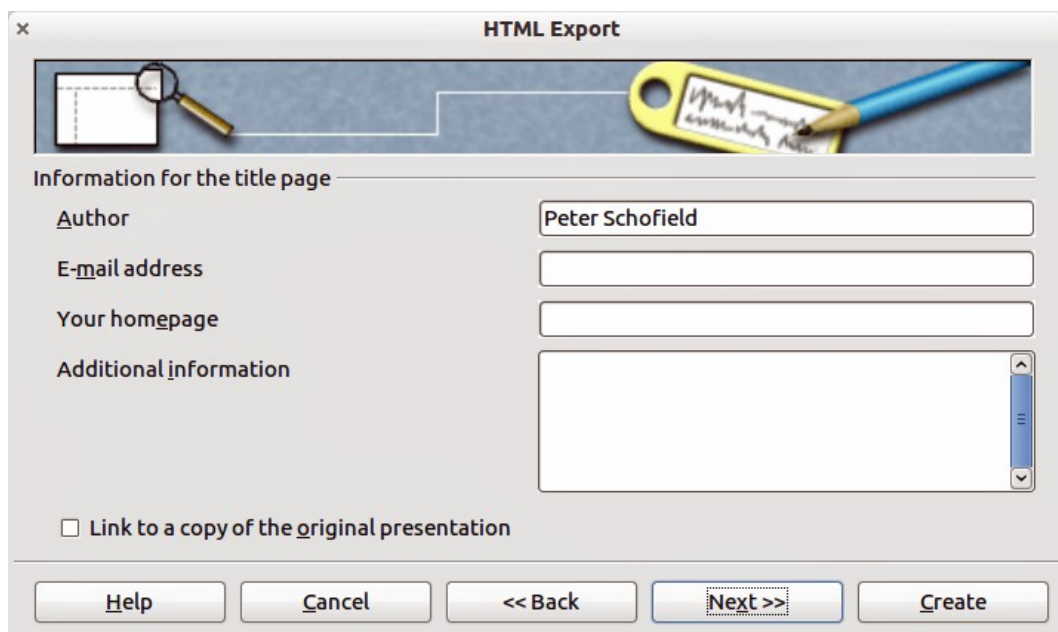


Figure 17: HTML Export – title page information

- 5) Click on **Next** to decide how the images will be saved (PNG, GIF or JPG) and what resolution to use (Figure 16). When choosing a resolution, consider what the majority of your viewers may have. For example, if you use a high resolution, then a viewer with a medium-resolution monitor will have to scroll sideways to see the entire slide.
- 6) If *Create title page* was selected in step 4, supply the information for it on the next page that appears after clicking on **Next** (Figure 17). The title page contains name of the author, e-mail address and home page, along with any additional information you want to include. This page of the Wizard does not display if *Create title page* was not selected.
- 7) Click on **Next** to select the style of navigation buttons to use when moving from one page to another (Figure 18). If you do not choose a navigation style, LibreOffice will create a text navigator.

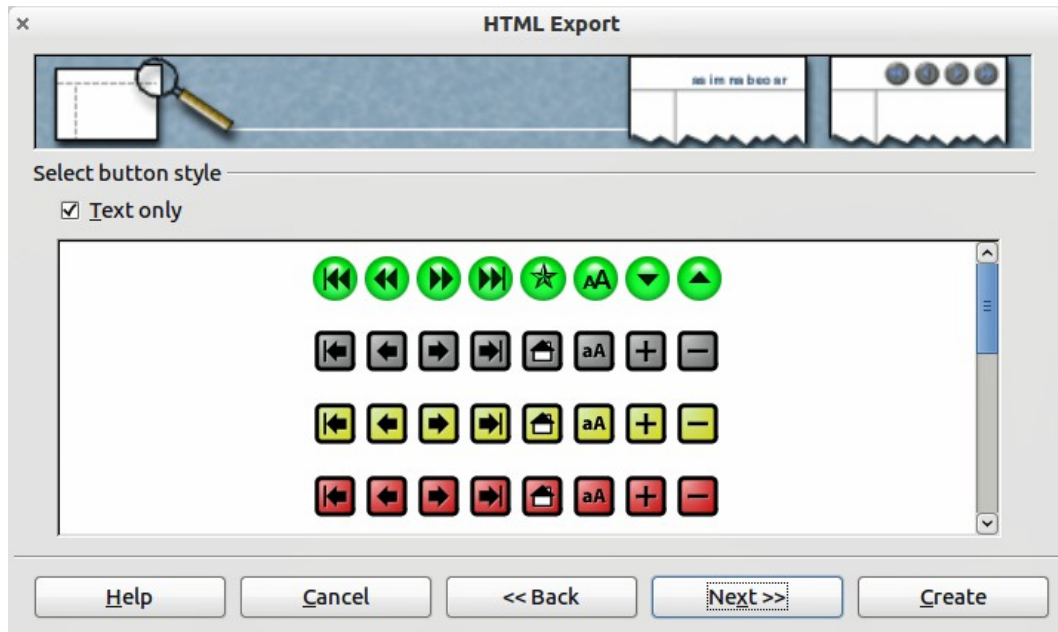


Figure 18: HTML Export – selecting navigation style

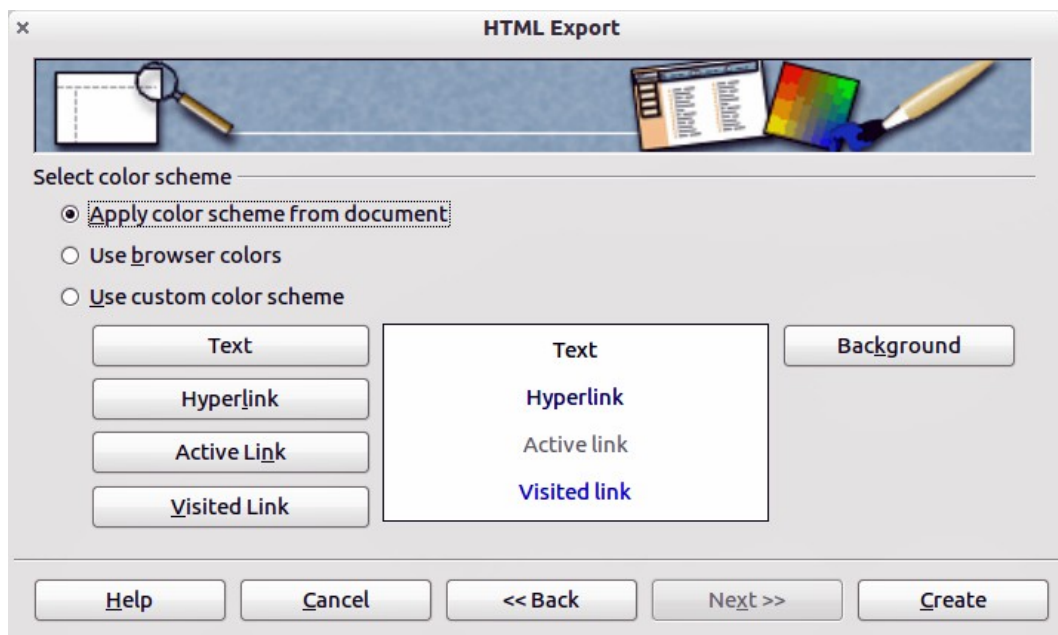


Figure 19: HTML Export – selecting color scheme



- 8) Click on **Next** to select the color scheme for the web pages (Figure 19). Available schemes include the existing scheme for the presentation, one based upon browser colors, and a user-defined scheme. You can save a new scheme so that it will appear on the first page of the HTML export wizard.
- 9) Click **Create** to generate the HTML files. If this is a new design, a small dialog pops up (Figure 20). If you want to reuse this design, you can give it a name and save it. Otherwise, click **Do Not Save**.

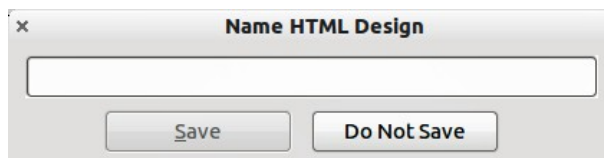


Figure 20: Naming the design

## E-mailing a presentation

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LibreOffice provides several ways to quickly and easily send a presentation as an e-mail attachment in one of three formats: .ODP (OpenDocument Presentation, LibreOffice default format), .PPT (Microsoft PowerPoint format), or as a PDF file.

To send the presentation in .ODP format:

- 1) Choose **File > Send > Document as E-mail** or **File > Send > E-mail as OpenDocument Presentation**. LibreOffice opens a new e-mail in your default e-mail program. The document is attached.
- 2) In your e-mail program, enter the recipient, subject and any text you want to add, then send the e-mail.

If you select **E-mail as Microsoft PowerPoint Presentation**, LibreOffice first creates a .PPT file and then opens your e-mail program with the .PPT file attached. This .PPT file is not saved on your computer.

Similarly, if you select **E-mail as PDF**, LibreOffice first creates a PDF using your default PDF settings (similar to using the **Export Directly as PDF** icon in the standard toolbar) and then opens your e-mail program with the .PDF file attached. This PDF file is not saved on your computer.

### Tip

If you want to keep a copy of the .PPT or .PDF file as well as e-mailing it to someone, first save or export the presentation into the required format, then attach it to an e-mail in the usual way.

## Digital signing of documents

To sign a document digitally, you need a personal key, also known as a certificate. A personal key is stored on your computer as a combination of a private key, which must be kept secret, and a public key, which you add to your documents when you sign them. You can get a certificate from a certification authority, which may be a private company or a governmental institution.

When you apply a digital signature to a document, a kind of checksum is computed from the document contents plus your personal key. The checksum and your public key are stored together with the document.

When someone later opens the document on any computer with a recent version of LibreOffice, the program will compute the checksum again and compare it with the stored checksum. If both are the same, the program will signal that you see the original, unchanged document. In addition,


the program can show you the public key information from the certificate. You can compare the public key with the public key that is published on the web site of the certificate authority.

Whenever someone changes something in the document, this change breaks the digital signature.

On Windows operating systems, the Windows features for validating a signature are used. On Solaris and Linux systems, files that are supplied by Thunderbird, Mozilla or Firefox are used. For a more detailed description of how to get and manage a certificate, and signature validation, see “Using Digital Signatures” in the LibreOffice Help.

To sign a document:

- 1) Choose **File > Digital Signatures**.
- 2) If you have not saved the document since the last change, a message appears. Click **Yes** to save the file.
- 3) After saving, you see the Digital Signatures dialog box. Click **Sign Document** to add a public key to the document.
- 4) In the Select Certificate dialog, select your certificate and click **OK**.
- 5) You see again the Digital Signatures dialog box, where you can add more certificates if you want. Click **OK** to add the public key to the saved file.

A signed document shows an icon  in the status bar. You can double-click the icon to view the certificate.

## Removing personal data

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You may wish to ensure that personal data, versions, notes, hidden information, or recorded changes are removed from files before you send them to other people or create PDF files from them.

In **Tools > Options > LibreOffice > Security > Options**, you can set LibreOffice to remind (warn) you when files contain certain information and remove personal information automatically when saving the file or when creating a PDF.

To remove personal and some other data from a file, go to **File > Properties**. On the *General* tab, uncheck **Apply user data** and then click the **Reset** button. This removes any names in the created and modified fields, deletes the modification and printing dates, and resets the editing time to zero, the creation date to the current date and time, and the version number to 1. Make sure you click **OK** to save the changes.

## Opening and saving a PowerPoint file

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The file format of LibreOffice Impress is highly compatible with the format used by Microsoft PowerPoint. You can open a PowerPoint presentation in Impress, edit it, then save it in its original PowerPoint format or in OpenDocument Presentation format used by Impress. You can also create a new presentation in Impress and save it as a PowerPoint file.

### Caution



There are some differences between OpenDocument (.odp) and PowerPoint (.ppt, .pptx) files in text and graphics formatting, animations, transitions, and fields. For best results, avoid using features that are not fully supported in both formats.

## Saving an Impress file as a PowerPoint file

- 1) Select **File > Save As** from the main menu.

- 2) Select the location where you want the PowerPoint file saved and type a name for the file.
- 3) Under *File type*, select a **Microsoft PowerPoint** format (.ppt or .pptx) from the available drop-down list.
- 4) Click **Save**. If you have the “Warn when not saving in ODF or default format” option set in **Options > Load/Save > General**, the message shown in Figure 21 appears. Click on the button showing the Microsoft PowerPoint format to confirm that you want to save the file in that format. You can deselect the *Ask when not saving in ODF format* checkbox to not show the message again unless you re-enable it in the Options.

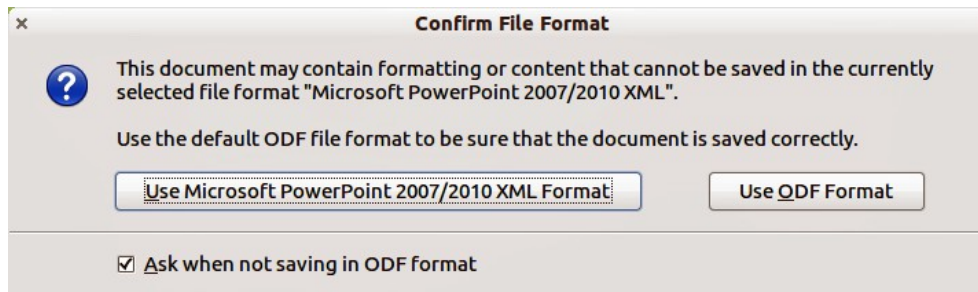


Figure 21: Warning message when saving in Microsoft PowerPoint format

### Tip

Always save your work in Impress OpenDocument format (.odp) before saving in Microsoft format. Keep the Impress file as your working copy: if you need to change the presentation, change it in the Impress version and then save it again as PowerPoint. You are much less likely to have problems than if you open a file previously saved in PowerPoint format, edit it, and save it again.

## Opening a PowerPoint file in Impress

If you receive a file from someone in PowerPoint format and need to edit it in Impress, here is how:

- 1) In LibreOffice, choose **File > Open** from the menu bar.
- 2) Under *File type*, choose All files (\*.\*) or Presentations or Microsoft PowerPoint from the drop-down list.
- 3) Navigate to the PowerPoint file, select it, and click **Open**.

The PowerPoint file can now be edited and saved as an Impress file or a PowerPoint file. To save the file as an Impress file, choose **OpenDocument Presentation (.odp)** as the **File Type**.